

Application for the Use of the North Andover Town Common

Please read the attached "Regulations for the Use of the North Andover Town Common" before completing this application.

Section 1: General Information

Name of North Andover group or individual applying for use of the Town Common:

Note: The applicant, if an individual must be a resident of North Andover or, if a non-profit organization must have its principal place of business located in North Andover.

North Andover Address of Group or Individual: _____

Name of Contact Person: _____

Phone Number of Contact Person: _____

Email Address of Contact Person: _____

Date(s) that Town Common use is requested: _____

Note: Use is limited to one day only with allowances for set up and removal one half-day prior to the use and one half day after use, unless it is considered a holiday display pursuant to Section 9(b) of the Town Common Use regulations. Holiday displays may be allowed from the Thanksgiving Day until the following January 7th.

A) Is the purpose of the use of the Town Common to for the public display of art, banners, signs and symbols? _____ Yes _____ No

B) Is the purpose of the use of the Town Common to conduct an event where more than twenty people may assemble and/or participate?
_____ Yes _____ No

If the answer to Question A is yes, please complete Section 2, if the answer to Question B is yes, please complete Section 3. If the Answer to Questions A & B are both yes, please complete both Section 2 and Section 3.

Section 2: Use of the Town Common for the Purpose of Display:

Please describe what you will be displaying including a detailed description and dimensions:

Please provide a sketch or picture of what you will be displaying.

Will you need access to electricity for your display? _____ If yes, for what purpose

Please indicate on the attached map approximately where on the Town Common the display will be erected.

Section 3: Use of the Town Common for the Purpose of Conducting an Event.

Please describe the nature and purpose of the event:

The event will begin at _____ a.m./p.m. and end at _____ a.m./p.m.

In total, how many individuals do you anticipate attending the event? _____

At any one time during the event, what is the maximum number of people expected to be on the common?

Please indicate on the attached map approximately where on the Town Common the event will take place.

Who will be the person or persons representing the applicant who will be present throughout the event? If these persons will be taking shifts, please provide the time of their shifts: _____

Will you be erecting any temporary structures on the common such as tents, fences, athletic equipment? _____

If yes, please describe the size and type of structures: _____

Will you need access to electricity for this event? _____ If yes, for what purpose: _____

Will you be serving any food or beverages during the event ? _____

Will you be charging a fee for any services provided such as food, beverages, games, races, etc.? _____

If yes; please provide a fee schedule and attach

Please describe where vehicles of participants in the event will park:

Please describe what your clean up plans consist of in terms of number of people assisting in the clean up, how trash will be removed from the common and disposed, etc:

Section 4: Acknowledgements and Signatures

By submitting this application, the signer of this form agrees to the following:

- 1) That the signer is duly authorized to sign the application on behalf of the applicant and is a resident of North Andover or works for a non-profit organization whose principal place of business is located in North Andover.
- 2) That the user of the common will comply with all rules, regulations and conditions applicable to the use of the common.
- 3) That the user of the common will hold the Town, its employees and agents harmless from any and all claims, suits, causes of action, judgments and demands of any nature made or obtained by third parties which result from activities or actions of the Town of North Andover, its agents or servants under this permit and if the judgment is entered against the Town of North Andover, said judgment will be paid by said applicant together with all interest thereon.

Signed _____

Printed Name: _____

Date: _____

Return completed application to:

North Andover Town Hall
Town Manager's Office
120 Main Street
North Andover, MA 01845.

978-688-9510 – Phone

978-688-9556 – Fax

tmsecretary@townofnorthandover.com